

**College of Micronesia – FSM
Committee Minutes Reporting Form**

Committee or Working Group:	Cabinet
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Date:	Time:	Location:
February 17, 2012	9:00 a.m – 11:50a.m	President’s Conference Room COM-FSM National Campus Palikir, Pohnpei, FSM

Members Present:

Titles/Representative	Name	Present	Absent	Remarks
President*	Dr. Joseph Daisy	x		
VP, Administration	Joseph Habuchmai	x		
VP, Student Services	<i>Ringlen Ringlen</i>	x		
VP, Instructional Affairs	Mariana Ben Dereas	x		
VP, Cooperative Research & Extensions	Jim Currie	x		
ALO	<i>Frankie Harriss</i>	x		
Staff Senate President	Resida Keller		x	
Director, Pohnpei Campus	Maria Dison	x		Acting Director
Director, Yap Campus	Lourdes Roboman	x		
Director, FSM FMI	Matthias Ewarmai	x		
Director, Kosrae Campus	Kalwin Kephass	x		
Director, Chuuk Campus	Mariano Marcus	x		Acting Director
SBA President			x	
Director of Development & Community Relations	Joseph Saimon	x		
Director of Research & Planning	Jimmy Hicks	x		
Executive Assistant to the President	Norma Edwin	x		
Executive Secretary	Hadleen Hadley	x		Recorder

Additional Attendees:

Agenda/Major Topics of Discussion:
<ol style="list-style-type: none"> 1. Board Meeting 2. Reports to the Board 3. Meaning of signature 4. Travel 5. Adjournment

Discussion of Agenda/Information Sharing:
President Daisy called the meeting to order at 9:03a.m.

1. **Board Meeting.** The Revisions to the Investment Policy Statement on the draft Board Agenda was tabled. Discussion on the policy was tabled with the decision to provide the statement from Dan Roland to the Board.
2. **Attendance at the Board meeting.** President met the Chairman of the Board in preparation of the Board meeting. One of the things discussed was attendance at the meeting. Who should go? The agenda item should derive who will attend the meeting. The following Cabinet members will be attending the March Board meeting: President, VPSS, ALO, VPIA, All other Campus Directors except Pohnpei Campus, and the Executive Assistant to the President. Comptroller is to attend for the financial report.
3. **Reports to the Board.** President will meet with Cabinet members individually on their reports to the Board before he signs off on each report. President will not sign reports unless he understands what he is signing and can attest to. Hadleen is to set up appointments with individuals to meet the President regarding reports to the Board.
4. **Meaning of Signature.** When President puts his name on a letter or report, it should have meaning. It means he has read it, reviewed it, understood it, and endorses it or not but he has a reason for not endorsing it. So, moving forward, President expects the same from Cabinet. Every body's signature should mean something.
5. **Travel.** Travel should be authorized for three reasons only. a) professional development and it should be meaningful professional development. B) travel should be related to accreditation. Is it sanctioned c) it is tied to the mission of the college
6. President shared some of his initial perceptions and changes he plans to make. First change will be that Cabinet will now meet on a weekly basis, at least initially. Another change will be on the administrative structure. President will recommend at the Board meeting to combine the student services and instructional affairs under one Vice President. The other change will be to recommend that the ALO position be elevated to a vice president position.

President met with US Ambassador and Steve Savage. The JEMCO money is gone, end of story. The Board of Regents need to work with our government officials to provide the needed funding to close that gap. If it does not happen then we are in serious trouble. We should not continue to dip into our reserve fund. The Ambassador did say if the College goes to JEMCO with really solid program presentations that address the need of the country and our students in teacher preparation, nursing, health care, marine science and environmental science that they would probably look favorably on those programs. However they have to be detailed and thorough in terms of content, cost and outcomes. Moving forward, our proposals should reflect integrity, honesty, and show we've put a lot of thought into the proposals.

Cars. How many cars does the college own? Who has them? Who gets them? How much does it cost to maintain this fleet of automobiles? Shouldn't consideration be given to cost effective ways in spending resources for the College? Would reimbursing employee for gas be more viable than maintaining the fleet of cars? VPA is tasked to provide answers across the college regarding questions raised.

Hats. President said he knows that people who sits at Cabinet wears many hats but wants Cabinet members to focus on two hats he considered most important. First hat would be the one you wear as vice president or as director of your area. You are responsible for every aspect of that area for

making decisions about how you manage the resources of the area and looking for efficiency of that area. The other hat is the college wide hat. The hat you wear when making decisions not only for your divisional area but for the benefit and best interest of the college as a whole.

In regards to requests to use college facility, President is delegating VPA to handle the requests. Factors for consideration on responding to requests for facility use by community or groups include cost effectiveness to the college, responsibilities of all parties involved, etc.

We need to enforce our policies. Exceptions made should only be that and not repeated.

Accreditation. President is very concerned. So much needs to be done. Effective immediately, when ALO speaks on accreditation matters, it is as if President has spoken. When ALO requests for something people to operate on premise that it is coming from the President himself.

An Accreditation work checklist was shared with Cabinet. So referencing the list, ALO shared concern over the lack of evidence provided so far. Concerns were shared on level of participation in governance policy/decision makings, attendance at meetings, people performing their responsibilities to committees, and people being held accountable.

The campuses shared problems encountered with holding two meetings concurrently while using the teleconference line. Norma and Hadleen are to work on getting overseas account for the campuses.

Overall, ALO needs a cut-off date for getting evidence because in the report she plans to hyperlink each document to evidence. President issued February 24, 2012 as the cut-off date/deadline for submission of evidence to the ALO.

Recommendation #1 on communications. President, ALO and IRPO Director is to meet on communication plan evaluation issues. President declared that survey we conduct must be secured to ensure validity.

Recommendation #2 hinges on program prioritization. The program prioritization working group had set a deadline to meet Tuesday, February 21, 2012 to finish the program prioritization. The finished product will then be reviewed by the Planning Resources Committee on Thursday, February 23, 2012., after which Cabinet will review. Today over lunch, ALO is meeting with Academic Program Director to also fill in the gaps.

Educational Master Plan. The Educational Master plan should be the plan of the college with all the other plans integrated. VPIA will serve as the team leader on the development of the plan. Comptroller should be included in the team for financial resources; Academic Program Director, IT Director, VPA, Facilities and Maintenance Director, IRPO Director, and VPSS.

President recommended ALO meet with the vice presidents about clear step by step on what needs to be done on what date and so forth.

Recommendation #6 preventative maintenance plan. Only a spreadsheet was provided to ALO. VPA will ensure a written narrative report on our preventative maintenance plan and total cost of ownership is given to ALO by Monday.

Recommendation#8 on financial resources. ALO recommends we admit our mistakes in the budgeting process and state plans in correcting those mistakes as we move forward. At the end we will be coming up with a tool that is valuable for our institution. There should be no more extension of

deadlines and we should be accountable.

Others. VPA, DCR Director and Regent Cornelius attended the SBOC meeting in preparation for the upcoming JEMCO meeting and presented our case regarding the reduction of the \$700,000. The College is encouraged to present program prioritization, actual overall impact on programs, and our integrated plans. So they are working on a short student video presentation in which students and alumni share their aspirations and ways in which the college supports them. President will leave the JEMCO meeting for Cabinet to decide what is doable. He encouraged that the college take a positive approach, develop a proposal that we know we can deliver and can be successful. We have to work harder, work smarter and have to be really honest with ourselves.

Adjournment. The ALO moved and VPSS seconded that the meeting be adjourned. Motion carried and the meeting adjourned at 11:50 a.m.

Comments/Upcoming Meeting Date & Time/Etc.:

- President to meet individuals regarding report to the Board---time and date to be arranged with individuals by Hadleen
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Handouts/Documents Referenced:

1. Agenda
2. Draft Board Agenda
3. Accreditation Work Checklist
4. Accreditation Follow-up
5. Endowment Investment Policy Statement

College Web Site Link:

- Not applicable

Prepared by:	Hadleen Hadley	Date Distributed:	2/22/12
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Approval of Minutes Process & Responses:

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Submitted by:		Date Submitted:	
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Summary Decisions/Recommendations/Action Steps/Motions with Timeline & Responsibilities:

- VPA is to provide answers to concerns regarding the many automobiles owned by the college; cost-effectiveness of keeping this many cars; who should have cars; rationale on purchases of cars
- VPA is delegated to handle requests to use or borrow college facilities and equipment
- Effective immediately when ALO speaks on accreditation matters, people to operate on premise that it is coming from the President himself
- February 24, 2012 is the deadline for submission of evidence to the ALO
- Missing Cabinet minutes to be completed and posted on the web as soon as possible

- Program Prioritization working group has set February 21, 2012 as the deadline to meet and finish the program prioritization
- Planning & Resources Committee to meet on Thursday, February 23, 2012 to review and take action
- VPA and Facilities and Maintenance Director to ALO a written narrative of our preventative maintenance plan by Monday, February 20, 2012
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Action by President:

Item #	Approved	Disapproved	Approved with conditions	Comments